**Register: Emails/Letters**

To: roger.jones@yummy.com

Cc:

Subject:

Hello Mr. Roger Jones:

I got the letter you sent on 1st September, and the stuff about the stock control system you make. It sounds great for us, but I want to check some things before we buy it. You said the system is bang up-to-date, but what happens if you update it again soon? Do we get money off the new one? You said it takes 3 weeks to install the system – that’s too long! Can’t you do it any quicker? Hope you can reply soon, we’re in a bit of a hurry.

Thanks,

Janet Brown

**Tasks**

1. Is this email formal or informal? Where can you see this in the text? There are also some mistakes. Mark all passages that are informal or erroneous.
2. Rewrite the email into a more formal text, using expressions from Moodle, e.g. from “Sample: email/letter” (p. 2) or “Formal/informal language”.  
     
   Time: 10 minutes